

## HUTO Tentative Work Schedule

Friday, March 21, 2014

- 2:30-3:00pm All committee members and volunteers (E-board, college council, Manship ambassadors) report to set up and decorate
  - One college council volunteer and one E-board volunteer setting up chairs and tables
  - Ally Rennhoff and Taylor Leblanc setting up tables
  - Alli Bixler, Lexi Verret, and Taylor Christian setting up photo booth
  - Bradley Williams, Taylor Kimball, and 3 council members set up large Event Rental items
    - Red carpet, velvet rope poles, big curtains, prop lights
  - Cyonne Batiste and a Manship ambassador set up technology props
    - PowerPoints, microphones, screens, etc.
  - Manship ambassador, Carli Thibodeaux, Christina Riviere and Marie-Therese Yokum setting up and decorating Hodges
- 4-6pm Registration
  - Ally Rennhoff and Lexi Verret plus VBR volunteer Linda Dudley at registration table
  - Tara Hebert passing out t-shirts at registration table
  - Allie Bixler taking pictures at photo booth
  - Christina Riviere and Taylor Leblanc greeting and accommodating attendees upon arrival; preferably outside holding doors open
  - Manship Ambassadors outside of Manship on the side doors directing people
  - Marie Therese Yokum greeting speaker and Paige making sure they have everything they need
- 5:30pm Meet Pizza delivery and set up food and drinks on food table
  - Ally Rennhoff, Lexi Verret, Taylor Kimball, and a college council member
- 8:00pm All crew stays to clean up and set up for Saturday

Saturday, March 22, 2014

- 7am-8:15pm Ally Rennhoff, Lexi Verret, and Linda Dudley at registration table
  - Two Manship Ambassadors on the side doors of Manship directing
  - Two council members on the sidewalk route from parking lot to direct people
  - Taylor Leblanc and Christina Riviere front door greeters
  - Tara Hebert at registration table distributing t-shirts
  - Allie Bixler and Taylor Christian taking pictures and working photo booth
  - Marie-There Yokum, Erin Kenna, and Anna Long greeting speakers and making sure they have everything they need
  - Manship ambassadors and Cyonne Batiste setting up technology

- 8:30am Breakout Session #1
  - College Council directing people out of Manship
  - Manship Ambassadors outside directing to Hodges
  - Carli Thibodeaux, Bradley Williams, and Tara Hebert directing inside of Hodges
  - Marie-There Yokum, Erin Kenna, and Anna Long greeting speakers and making sure they have everything they need
- 9:45-10:45am Breakout Session #2
  - Carli Thibodeaux, Bradley Williams, and Taylor Kimball directing inside of Hodges
  - Marie Therese Yokum attending to Nicole Garner
  - Erin Kenna and Anna Long greeting speakers and making sure they have everything they need
- 10:45-11:00am Manship Ambassadors outside directing everyone back to the Holliday Forum
- 12:00pm Tara Hebert and Lexi Verret communicating with Taco de Paco, helping set up
- 12:45pm Marie Therese Yokum attending to Stafford Kendall
- 1:30pm Cyonne Batiste recheck all the technology
- 1:45pm Rowan Knight attending to Mallory Richardson
- 2:00 pm Marie-There Yokum, Erin Kenna, and Anna Long greeting speakers and making sure they have everything they need
- 2:20pm
  - College Council directing people out of Manship
  - Manship Ambassadors outside directing to Hodges
  - Carli Thibodeaux, Bradley Williams, and Tara Hebert directing inside of Hodges
- 3:30 All crew stay to clean up and set up for Sunday

#### Sunday, March 23, 2014

- 8:15am All crew report to check set up and greet attendees
  - Crew dispersed throughout route to Dodson directing
  - Christina Riverie and Taylor Leblanc as Dodson door greeters
- 8:30am Marie Therese Yokum attending to Lauren Berger
- 8:30am Cynonne Batiste and Lexi Verret checking technology in Dodson
- 8:45am All crew direct attendees to Dodson Auditorium
- 9:30am Ally Rennhoff, Tara Hebert, Taylor Christian, and Taylor Kimball and a few college council members setting up Brunch
- 11:15am Crew directing to Hodges
  - Marie-There Yokum, Erin Kenna, and Anna Long greeting PRSA members and making sure they have what they need
  - Lexi Verret, Rowan Knight, and Allie Bixler making sure high school panel has everything they need and setting it up
- 12:30pm All crew clean and take down all decorations

